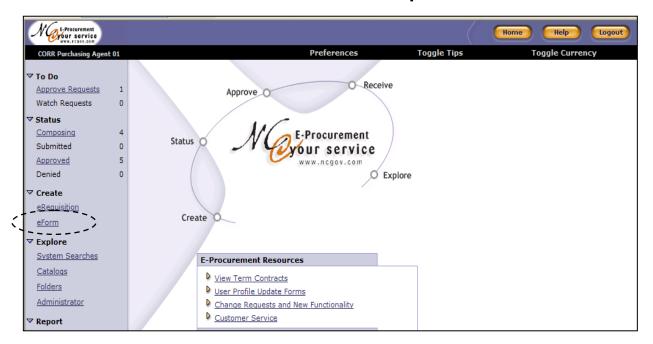


## **E-Procurement Address Mapping in ISIS**

Each address created in NC E-Procurement Service is assigned a unique name. In order for an E-Procurement eRequisition to be successfully processed in ISIS, the E-Procurement ship to and bill to address unique names must be mapped to the corresponding addresses in ISIS. E-Procurement Ship To address unique names are mapped within the corresponding ISIS site file address. Bill To address unique names can also be mapped on ISIS site file address allowing for the use of more than one Bill To address. The address mapping process was completed for each LEA address during the E-Procurement LEA Implementation; however, any new addresses added to the NC E-Procurement Service will need to be mapped according to this process.

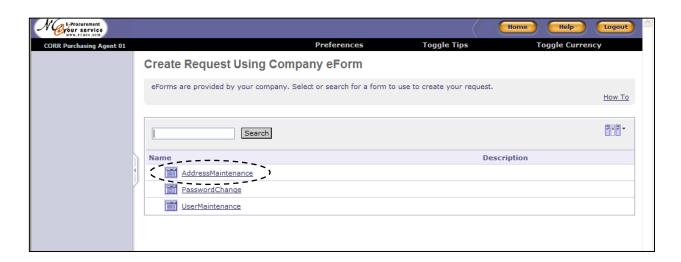
## 1.0 Locate the E-Procurement Address Unique Name



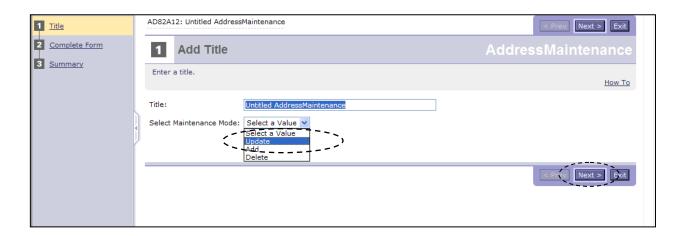
1. Select the 'eForm' link from the Shortcut Menu on the E-Procurement Home Page.



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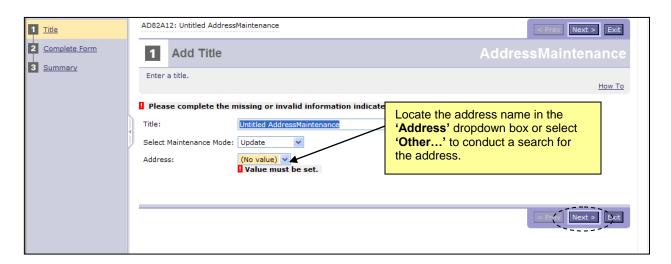
2. Select the 'AddressMaintenance' link.



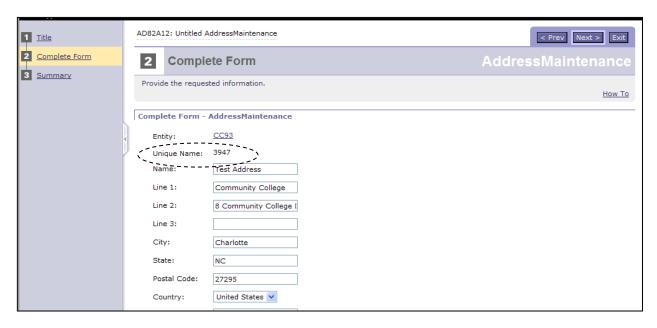
- 3. Title It is not necessary to enter a title, as this request will not be submitted.
- 4. **Select Maintenance Mode –** Select the appropriate type of address maintenance to perform. To locate the address unique name, select **'Update.'**
- 5. Click 'Next.'



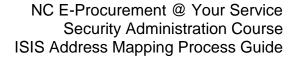
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- 6. Locate the address information using the Address dropdown box. If the address name does not appear in the dropdown box, select 'Other...' to locate the address.
- 7. Click 'Next.'



8. Make note of the Unique Name, as this value will be mapped into ISIS.





## 2.0 Enter the E-Procurement Address Unique Name Value in ISIS

NC E-Procurement ship to address unique names must be entered in the 'NCEP Xref' field on the corresponding address in the ISIS site file. If the address is only a ship to address and not also a bill to address, the address mapping process is complete. If the LEA would also like this address to be available as a bill to address as well, an E-Procurement bill to address unique name will also need to be entered in the 'Bill To' field on the ISIS Site file.

6/16/05 14:43:15	CABARRUS COUNTY SCHOOLS ISIS Financial System: Site File				
	340 WINECOFF ELEMENTARY :	SCH00L			
Ship to:	WINECOFF ELEMENTARY S 375 WINECOFF SCHOOL I				
City: Attention:	CONCORD	State:	NC NC	Zip:	28027
Bill to:	CABARRUS COUNTY SCHOOL	DLS	_		
City: Attention:	PO BOX 388 CONCORD ACCOUNTS PAYABLE	State:	NC NC	Zip:	28026
Phone:					
NCEP XRef: Bill To:	LCALSHIP1				
F12=Return					